HR Design Update

June 10 and 12, 2014
Agenda

- Progress since November – JCOER approval
- Moving forward
- HR Design progress highlights
- Key takeaways.
Progress Since November

- Received JCOER approval for key HR Design components
- Consulted regularly with governance bodies
  - Shared Governance Advisory Group
  - Classified Staff Executive Committee
  - Academic Staff Executive Committee
  - University Committee
- Drafted onboarding and performance management policies
- Began work on expanding manager/supervisor education and professional development to support HR Design.
Progress Since November

- Continued progress on creating more effective and efficient recruitment, assessment, and selection strategies/toolkit
- Continued to evaluate applicant tracking system options
- Began to create workplace flexibility toolkit from existing campus policies
- Began work on HR metrics/dashboard
- Completed OHR organizational assessment.
Moving Forward

- Workforce Diversity Plan Implementation
- HR Professional Competencies
- Consolidated HR Policies
- Employee Engagement Survey
- HR Professional Certification
- Enhanced HR Communication
- HR Dashboard
<table>
<thead>
<tr>
<th>Future-state Recruitment Program</th>
<th>Applicant Tracking System – Classified Staff</th>
<th>Job Title and Compensation Structure</th>
</tr>
</thead>
<tbody>
<tr>
<td>Living Wage Adjustments</td>
<td>Employee Category Choice Program</td>
<td>Grievance and Appeal Policy</td>
</tr>
<tr>
<td>Layoff Policy</td>
<td>Probationary Policy</td>
<td>Temporary Employee Policy</td>
</tr>
<tr>
<td>University Staff Immediate Vacation Eligibility</td>
<td>Combined Supplemental Insurances</td>
<td>Combined Catastrophic Leave Program</td>
</tr>
</tbody>
</table>
Compensation Flexibility

First-Day Health Insurance

Needs Statutory Approval
New Employee Onboarding Policy

- To ensure new employees have positive experiences by requiring campus units to have onboarding program

- Policy effective this summer – guides campus units in defining “onboarding” and its critical components
  - Year-long process
  - Orientation
  - Onboarding contact
  - Peer partner
  - First-day meeting with supervisor

- To support policy:
  - In-person and online education
  - Templates, checklists, conversation guides.
Performance Management Policy

- Provide campus with general framework
- Supervisors and managers have regular (formal and informal) conversations with employees on:
  - Job goals and expectations
  - Performance
  - Professional development goals/plans.
Recruitment, Assessment, Selection Toolkit

- Tools being considered for more effective and efficient recruitment, assessment, and selection
  - Recruitment strategies
  - Candidate evaluation strategies
  - Screening forms
  - Interview question database
  - Search and screen tips/tricks
  - Eliminating unintentional bias
  - Set up/conduct interviews
  - Interview strategies
  - Reference check dos and don’ts

- Tools complemented by training for hiring administrators.
FLSA Review and Employee Category Choice

- Re-categorize positions based on Fair Labor Standards Act (FLSA)
  - FLSA exempt → academic staff
  - FLSA non-exempt → university staff
- FLSA status of classified positions needs review – classified permanent exempt employees will get choice
- FLSA experts in each division will:
  - Receive refresher training on FLSA standards
  - Lead FLSA review process in their divisions
  - Serve as FLSA contacts for employees in their divisions.
Workplace Flexibility Toolkit

- Promote flexible work environment and work-life balance

- Examples (when mutually agreed)
  - Flexible work schedules
  - Telecommuting
  - Job sharing

- Once completed, toolkit shared with campus to increase awareness of workplace flexibility options.
Key Takeaways

- Continue to use information provided by you (campus) as key to strategy
- HR Design active and moving forward
  - New employee onboarding policy
  - Recruitment, assessment, and selection toolkit
  - Performance management policy
  - FLSA exemption review/employee category choice
  - Workplace flexibility toolkit
- Continuing to consult with campus community including governance groups
- HR Design Strategic Plan being implemented in phases
  - Adjustments made based on delay
  - Implement all components planned for 2015.
Thank You